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TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers

FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility
Division of Health Care Financing

BHCE/BWP OPERATIONS MEMO

No: 04- 35

DATE: 07/09/2004

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/> ★			

PRIORITY: HIGH

SUBJECT: **2004 Child Care Survey - For Determination of 2005 Maximum Rates**

EFFECTIVE DATE: Survey period – August 1 through September 30, 2004
Due Date: October 1, 2004

PURPOSE

This memo includes the materials and instructions needed to complete the annual child care rate survey.

BACKGROUND

The annual rate survey is required by federal regulations and state administrative rule and is used to establish a level of maximum reimbursement rates for the Wisconsin Shares Child Care Subsidy Program for each county/tribe.

POLICY

CHANGES IN 2004

The Governor's KidsFirst initiative includes the proposal for a tiered reimbursement system for the child care subsidy program. This new system will possibly bring changes to the annual rate

survey as well. In the future, the subsidy program might have regional rates (or other types of rates) instead of county/tribal specific rates. In order to be able to simulate various rate types, the DWD Child Care Section (CCS) will need a database of statewide survey data. This can be achieved only if the local agencies report their survey data in an electronic format. This year, counties/tribes are being requested to report their survey results using an Excel spreadsheet, which will be emailed to each agency. The new rate survey process and time frame are described below:

1. **Late July 2004:** DWD Child Care Section will email each county/tribe a spreadsheet that will include all licensed programs to be included in the survey. The email will also include mailing labels. There is no need to contact DHFS Child Care Licensing for a directory on licensed programs.
2. **August-September 2004:** Counties/tribes will collect the price information from the providers and will enter the information on the spreadsheet provided to each agency.
3. **October 2004:** Local agencies will email the spreadsheet back to the DWD CCS by October 1, 2004.
4. **October-November 2004:** Child Care Section will calculate the rates for each county/tribe. The approved rates will be sent to each agency by December 3, 2004.

SURVEY TOOL

Below is a list of tools needed for this year's survey:

1. **Rate Survey Forms** – Survey forms for licensed family and group providers are included in this operations memo.
2. **Instructions** – Instructions on completing the spreadsheet are included.
3. **Excel Spreadsheet** – An Excel spreadsheet of licensed providers will be emailed to each county/tribal Child Care Coordinator. If your agency has not received the spreadsheet by July 31, 2004, please send an email to pirkko.zweifel@dwd.state.wi.us.
4. **Mailing Labels** – Mailing labels for the providers listed on the spreadsheet above will be emailed to each county/tribe.

TRIBAL RATES

CCS will be calculating rates for counties/tribes. If a tribe wants to use a neighboring county's rate, the tribe must communicate the name of the county in an email to CCS.

EXCEPTION REQUEST

Last year, the CCS gave the option to local agencies to request a waiver to their new rates if the rates reduced more than 5% from the previous year due to the new 25% private-pay rule. This policy remains in place in 2004. The request for an exception must be submitted to CCS prior to December 15, 2004. Child Care Payment Exception Request operations memo can be found at: <http://dhfs.wisconsin.gov/em/ops-memos/2003/pdf/03-58.pdf>

SURVEY TIMELINES

Survey period - Aug. 1 through Sept. 30, 2004

Deadline for returning the survey to Child Care Section - Oct. 1, 2004

CCS sends Maximum Rates to counties/tribes - Dec. 3, 2004

County/tribe submits Exception Request (optional) – Dec. 15, 2004

Mass change – Scheduled to run on December 18th with an effective date of December 26, 2004.

ATTACHMENTS

Annual Child Care Rate Survey Instructions

Annual Child Care Rate Survey- Licensed Group Day Care

Annual Child Care Rate Survey- Licensed Family Day Care

CONTACTS

Questions can be directed to:

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★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

NOTE ➤

DWD/DWS/BDS/PZ